



CITY OF DURHAM | NORTH CAROLINA

Date: May 8, 2012

To: Thomas J. Bonfield, City Manager

Through: Theodore L. Voorhees, Deputy City Manager

From: Joel V. Reitzer, Jr., Director, General Services Department
John P. Gregory, Assistant Director, General Services Department
Donna G. Maskill, PE, Construction Project Manager

Subject: Design Services for the Relocation of the Household Hazardous Waste Drop-Off Facility – CHA Consulting, Inc.

Executive Summary

The City of Durham Household Hazardous Waste (HHW) Customer Drop-off Facility is currently located in a metal building on the south parcel of the North Durham Water Reclamation Facility (NDWRF) at 1900 East Club Boulevard. It is necessary to relocate the HHW Facility to an alternate location due to a planned expansion of the NDWRF. An option is for HHW to relocate to the SWM Disposal Facility at 2115 East Club Boulevard. This would also accomplish consolidation of all of Solid Waste Management (SWM) Customer Convenience Operations.

In 2011, the City selected CHA Consulting, Inc. (CHA) through a qualifications-based selection process to provide a comprehensive Solid Waste Disposal Plan for the City. CHA has completed Phase I, which includes review and evaluation of the City Solid Waste disposal and recycling center and of the elements of the current SWM disposal system. Relocation of the HHW Drop-off Facility to the Customer Convenience Center at the SWM Disposal site was one of the recommendations identified in the Phase I report.

It is recommended that the City contract with CHA to perform design and construction administration services, inclusive of all permitting investigations and approvals, for relocation of the HHW Facility. This will include design of site modifications and a new building at the SWM Disposal Facility.

Recommendation:

The Department of General Services recommends that the City Council:

1. Approve the resolution exempting the “Relocation of the Household Hazardous Waste Drop-Off Facility” from G.S. 143-64.31.

2. Authorize the City Manager to execute “Relocation of the Household Hazardous Waste Drop-Off Facility” design contract with CHA Consulting, Inc. in an amount not to exceed \$69,382.00;
3. Establish a contingency in the amount of \$7,000.00, and to authorize the City Manager to negotiate and execute amendments on the “Relocation of the Household Hazardous Waste Drop-Off Facility” contract, provided the total cost does not exceed the amount budgeted for design phase services plus the project contingency.

Background

The City began providing household hazardous waste collection services with a one-day collection event in November 1990. Beginning in March 2004, as demand increased, regular drop-off hours were established at the current facility on the NDWRF property. The facility is managed by Ecoflow as part of a multi-year contract and staffed by one contract employee.

CHA provided an evaluation of the recent history of household hazardous materials received, as well as the Ecoflow contract and responsibilities, as part of the Phase I Report of the Solid Waste Disposal Plan, completed in November 2011. More efficient operations will be achieved by relocating the facility to the Customer Convenience Center. The HHW Facility Relocation project will consist of permitting, site planning and improvements, new building design and specifications, construction documentation, bidding, and construction administration. Demolition and existing site remediation will be completed by Water Management as part of their NDWRF expansion after the completion of the HHW Relocation.

Issues/Analysis

Locating the HHW facility at the Customer Convenience Center with other material drop-off functions will improve operational efficiency, allow for better oversight of the City’s HHW contractor and provide greater convenience for residents. Citizens will be able to drop off non-hazardous materials, such as latex paint and electronics, at adjacent locations within the Customer Convenience Center. City personnel will be able to handle these items once the facility is relocated.

The current HHW facility is approximately 2000 sq. ft. plus driveway access. Relocating this facility will allow the Water Management Department to consider more options as they work toward expansion at the NDWRF.

Alternatives

The City could elect not to proceed with the Relocation of the Household Hazardous Waste Facility design contract. Staff recommends against this alternative for several reasons. Funding has been identified for this project and design fees have been fully vetted and negotiated with CHA Consulting, Inc. Not proceeding with this project will negatively impact future planning goals for both the Water Management Department and the Department of Solid Waste Management.

Financial Impacts

Project Funding Sources:

2008 2/3 Bonds Proceeds 3305C980 CM001	\$134,327.00
General Fund 3305M000 CM001	\$185,948.00
Total appropriated funds	\$320,275.00

Funding Uses Summary:

Design Services	\$69,382.00
Design Contingency	\$7,000.00
Subtotal Design Services	\$ 76,382.00
Other Owner's Expenses (permits, Fees, etc.)	\$23,893.00
Construction Budget	\$200,000.00
Construction Contingency	\$20,000.00
Total Project Budget	\$320,275.00

SDBE Summary

This contract is exempted from the qualification-based process. It was not reviewed by the Department of Equal Opportunity/Equity Assurance for compliance with the Ordinance to Promote Equal Opportunities in City Contracting. CHA Consulting, Inc. will subcontract to CH Engineering, a WSDBE firm.